

Copilot workshop

Get to know Copilot, the workshop explores the possibilities of Copilot in M365 with practical examples

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Copilot for Microsoft 365



- Maximize productivity with AI
- Ensure data security with AI
- The new features brought by Microsoft Copilot in familiar Microsoft 365 applications.
- Master Copilot systematically, with tailored training.

Copilot for Microsoft 365 -training

- Training focuses on boosting productivity with Copilot for Microsoft 365. We'll explore Copilot's capabilities across every Microsoft 365 product. The goal is for your team to be able to utilize Copilot in their work and develop their skills further independently.
- Topics to be addressed
 - How will the utilisation of artificial intelligence change work and the world?
 - Copilot as an integral part of the Microsoft 365 service
 - Word: Create and edit documents to the next level
 - PowerPoint: Stunning presentations in minutes from finished documents
 - Excel: Speed up time-consuming routines and speed up visualizations
 - Outlook: Manage and reply to long email threads with AI
 - Teams: Automate meeting notes and agendas
 - Using and responding to responsible AI with support from Microsoft and Elisa



Copilot for Microsoft 365

Training content - Copilot for Microsoft 365

The trainings will introduce Copilot features in every Microsoft 365 product. The goal is for your team to be able to utilize Copilot in their work and develop their skills further independently.

Training duration 2 X 1h

➤ Training 1

- Teams: Meeting summaries, notes, and task creation.
- Outlook: Manage your email and calendar events efficiently.

➤ Training 2

- Word: Create, edit, and collapse documents.
- PowerPoint: Create presentations based on documents and manage their visual appeal.
- Excel: Handle and analyze spreadsheets. Data visualization automation.

A recording of both training sessions will be edited. The customer is free to use the recording in internal communication and education.

The workshop can be arranged as online training or classroom training, for example, at the customer's premises. Any travel expenses will be invoiced separately.



Pricing

Model	Price	Note!
2 workshops Training in groups of max.50 persons, total. 4 training sessions	5 000 €	Elisa produces one recording per training session
1 workshop Training in groups of max.50 persons, total. 2 training sessions	3 000 €	Elisa produces one recording per training session
1 workshop Training in groups of max.50 persons, total. 2 training session	2 000 €	Does not include recording
Additional training, thematic duration approx. 1 h	1 000 €	Does not include recording

All prices shown are exclusive of tax.



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